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Title 28 EDUCATION

Part XXVII. Bulletin 1191 School Transportation Handbook

Chapter 1. Introduction

§101. Acknowledgments

A. This handbook was developed by the Louisiana Department of Education, with the assistance and cooperation of the Louisiana Association of School Transportation Officials and the Louisiana Transportation Improvement Committee. It is designed to provide information and direction to local school system personnel involved in school transportation in Louisiana.

B. The Department of Education is especially indebted to these two Transportation Supervisors for their committee leadership:

1. Diana "Dee" Duhon, Vermilion Parish, Chairperson; and
2. Felix Thomas, Grant Parish, Co-Chairman.

C. Appreciation is also extended to the Transportation Supervisors and others who have donated their valuable time and effort to the revision of this important document:

1. Shelton Eubanks, Allen Parish;
2. George Horne, Horne Enterprises;
3. Jimmy Sibille, St. Landry Parish;
4. Dale Boudreaux, Jefferson Parish.

D. Additional information is contained in Louisiana Department of Education Bulletin 1475 (Operational and Maintenance Procedures), Bulletin 1213 (Minimum Standards for School Buses in Louisiana), and Bulletin 1886 (Special Education Transportation); in the Louisiana Commercial Driver's License Program; in various federal and state statutes and regulations, as well as in local policies and directives.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:624 (April 1999).

§103. Purpose

A. To set forth policies and to reference statutes which govern the operation of transportation services.

B. To provide local school systems with information to be used in establishing pupil transportation policies.

C. To provide foundations for continued improvement in the overall transportation program.

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Chapter 3. State Administration

§301. Role of State Supervisor

A. Acting under the authority of the State Board of Elementary and Secondary Education, the State Superintendent of Education is responsible for carrying out such policies as may be adopted by the Board. The legal responsibilities of the State Department of Education are defined by Louisiana law or policies of the State Board of Elementary and Secondary Education.

B. Aside from matters concerned with the financial aspects imposed upon it by law, the primary responsibility of the State Department of Education in pupil transportation is to provide strong leadership and assistance in the development of a comprehensive pupil transportation program for statewide application.

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§303. Responsibilities

A. The responsibilities listed below are assumed directly by the State within the framework of a total cooperative effort whereby the state and the local school system work together to ensure a safe, efficient and economical transportation system.

1. Develop and implement clear and concise pupil transportation policies.

2. Develop and implement a statewide system for the management of pupil Transportation.

3. Assist local school systems to promote pupil transportation safety programs utilizing the community, the media, law-enforcement agencies and other agencies concerned with pupil transportation. (See also *Bulletin 1475  Operational and Vehicle Maintenance Procedures* and *Bulletin 1886  Special Education Transportation Guide*.)

4. Develop and implement educational programs and materials for school bus drivers, transportation supervisors, school administrators and school bus passengers.

5. Monitor and assist local school systems to evaluate transportation systems and provide direction where applicable.

6. Plan and conduct workshops, seminars and/or conferences for pupil transportation personnel.

7. Coordinate services with other divisions of State Government to ensure adherence to all federal and state regulations.

8. Establish chassis, body and equipment standards that would be conducive to better and safer bus performance. (See Bulletin 1213: Minimum Standards for School Buses in Louisiana.)

9. Provide advisory services to local school systems on technical issues relative to the operation of school transportation programs.

10. Collect and compile appropriate statistical data and maintain a cost accounting system for all expenditures in the area of pupil transportation.

11. Study and make recommendations regarding legislation and appropriate research in the field of pupil transportation.

12. Encourage institutions of higher education throughout the state to provide courses in pupil transportation operation and safety.

13. Develop and direct a statewide management information system for the collection and analysis of pupil transportation data (operational costs, accidents and injuries, driver certification, etc.)

14. Develop manuals or handbooks for local pupil transportation supervisors, school administrators and bus drivers containing instructions for implementation of the state's pupil transportation policy and state pupil transportation regulations.

15. Annually visit local school systems to evaluate transportation systems and provide direction as necessary.

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Chapter 5. Local Administration

§501. Role of Local School Board

A. Local school boards are empowered with all authority except those specifically reserved for the state. Duties and responsibilities are as follows.

1. Oversee purchase and ownership of buses.
2. Establish bus routes.
3. Employ drivers in accordance with all applicable statutes and policies and enter written employment agreements.
4. Operate and maintain student transportation services.
5. Determine policy not specifically regulated.
6. Establish a system for the supervision of the local transportation program.

7. Provide for pre-service and inservice training of school bus drivers in accordance with the guidelines established by the Louisiana Department of Education.

8. Maintain a safe, efficient and economical school transportation program.

9. Develop and implement a plan for the evacuation of school(s) requiring the use of school buses in case of an emergency or natural disaster.

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§503. Role of Local Superintendent

A. The local superintendent, who has the authority of the local school board, is responsible for the administration of the overall local school transportation program. Duties and responsibilities are as follows.

1. Present recommendations to the local school board on all phases of the transportation program.
2. Administer and follow through on all policies affecting the transportation program.
3. Recommend and/or appoint personnel to supervise the school transportation program.
4. Develop, adopt and enforce rules and regulations governing students riding school buses.

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§505. Role of Local Transportation Supervisor

A. The local supervisor, who receives authority from the local superintendent and local board, has the following duties.

1. Recommend employment, suspension and/or termination of bus drivers and bus attendants.
2. Recommend prospective bus routes.
3. Recommend rules and regulations affecting school transportation.
4. Assist local school principals, bus drivers, pupils and parents in resolving transportation issues.
5. Arrange, conduct, supervise and/or monitor pre-service and inservice training of school bus drivers.
6. Keep records and prepare reports relative to local school bus transportation services.
7. Investigate and report accidents and other problems associated with pupil transportation programs. Appoint an accident review board to assist transportation personnel in investigating all school bus accidents to determine preventability and recommend remedial action in accordance with Board of Elementary and Secondary Education policy. (See Definition of Terms, Chapter 31)

8. Supervise and evaluate all school transportation personnel as authorized by the local system's superintendent.

9. Present recommendations to the local superintendent on all phases of the pupil transportation program.

10. Ensure compliance with semi-annual vehicle inspections and coordinate additional spot inspections as may be deemed appropriate.

11. Exercise discretionary powers which are necessary and proper for the performance of the duties of the Supervisor of Transportation.

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§507. Role of School Principal

A. The principal, as the representative of the local school board at the school level, is responsible for the supervision of all buses serving the school. As a part of his/her duties, the principal should maintain close contact with each school bus driver, and assist bus drivers as much as possible in reaching the handling of any disciplinary problems. It is the principal's responsibility to work with the drivers through frequent meetings where problems concerning the transportation program can be discussed. Equally important is the principal's responsibility to inform teachers of their roles in safe transportation and to assist them in developing a classroom program that will result in better understanding on the part of both pupils and parents as to their responsibility in the successful program of transportation. The principal should be given authority to act on matters concerning the transportation program in the same manner as with other supervisory duties. The principal responsible for the collection of transportation information from each bus driver, and for the transmittal of such information to the local transportation supervisor. He/she is responsible for the promotion of safety instruction among bus drivers, an important factor in a successful pupil transportation program. The principal has the following specific duties and responsibilities.

1. Be responsible for handling disciplinary problems.
2. Maintain contact with drivers to handle individual transportation problems and promote safety instruction.
3. Conduct meetings with teachers to inform teachers of their role in school transportation services.
4. Develop safe loading and unloading zones and procedures for each school.
5. Provide adequate supervision for pupils whose bus schedules require them to arrive at school before classes begin and/or remain after classes terminate, and supervision for passenger loading and unloading at school.
6. Collect transportation information from drivers and transmit it to the local supervisor and/or superintendent.

7. Develop and ensure compliance with mandatory classroom programs promoting safe transportation habits. (See Chapter 15)

8. Conduct emergency evacuation drills as required. (See Chapter 15)

9. Inform students and parents of rules and regulations adopted by the local school system.

10. Maintain verification on file that students and parents have read, understand and agree to abide by the school bus transportation rules and regulations as a condition for services being rendered.

11. Provide to drivers the names, addresses and emergency information for all passengers. (See also Bulletin 1886: Special Education Transportation Guide with respect to providing information pertaining to passengers with special needs.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

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§509. Role of School Staff

A. Teachers must help students recognize their responsibilities within the school transportation program. The fundamental responsibility of teachers with respect to the school transportation program is to develop desirable attitudes toward safety within their students to ensure proper behavior when the students are passengers on the school bus.

1. Be thoroughly familiar with local rules and regulations for the students riding the bus with particular emphasis on the school bus stop law and emergency evacuation procedures.

2. Provide classroom instruction in safe riding practices as directed by the principal. Such instructions should be given during the first week of each semester and periodically during the school year as needed.

3. Encourage students to obey safety regulations while waiting for, boarding, riding, unloading and moving away from the bus.

4. Maintain control of the bus loading zones during loading and unloading, as assigned by local school administrators.

5. Maintain the discipline of students on field trips and while on any extra-curricular activities requiring school bus transportation.

6. Prepare passenger rosters and seating charts for students participating in all activity trips.

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§511. Role of School Bus Driver

A. The school bus driver has the most important role in the transportation program, transporting children safely to

and from school. The bus driver is responsible to the parish school board, the superintendent, the transportation supervisor and the principal for all actions relating to the safe and efficient handling of the bus.

1. Have concern for the *safety* of the children. (Bus drivers are morally, as well as legally, responsible for transporting children using every precaution for maximum protection.)

2. Conduct pre-trip, en-route and post-trip checks on the vehicle and its special equipment. Particular attention should be given to checking for passengers who may have remained on board after each run or trip has been completed.

3. Know the policies of the school board concerning transportation.

4. Know state and local traffic laws and ordinances governing motor vehicle operation.

5. Participate in all required meetings, conferences and training courses to improve transportation skills.

6. Maintain proper care, repair and inspection of the bus.

7. Complete and submit required reports within specified time lines.

8. Be punctual and reliable in the operation of assigned routes.

9. Avoid the use of obscene language, tobacco, alcohol and narcotic drugs while operating bus. (Commercial Driver License DOT regulations and Drug Free School Zone regulations must be followed.)

10. Instruct passengers on all local and state rules and regulations and maintain orderly conduct.

11. Use standard school bus behavior report form as required.

12. Maintain good relations with school and home, central office, and general public. (*See Bulletin 1475 for detailed information.*)

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§513. Role of Bus Attendant or Aide

A. The special needs bus attendant, or aide, is a very important member of the transportation team. With the bus driver, the attendant shares the responsibility for safely transporting passengers to and from school and school-related activities. Special training is required for persons placed in this important position, and personnel selection should be made with great care. Chapter 21 of this bulletin and Bulletin 1886 (Special Education Transportation Guide) contains a more comprehensive description of job performance requirements, but the basic requirements are listed below.

1. Be on the bus route at all times during the bus route, except as authorized by the Transportation Department.

2. Occupy a seat on the bus where student riders can easily be assisted.

3. Ensure that required protective safety devices are in use and are fastened properly. (In instances when an attendant is not available, this shall be the responsibility of the bus driver.)

4. Assist such students on and off the bus at school, at designated bus stops, and otherwise when it is necessary for their safe entrance and exit from the bus.

5. Arrange for a substitute bus attendant in the event the regularly assigned attendant must be absent, unless local procedures specify another procedure.

6. Assist the driver with post-trip inspection procedures, checking especially for passengers, special equipment, medication, etc. that may have been left on board the bus.

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§515. Role of Parents

A. Parents should be informed of and should understand their responsibility in working with the bus driver and school system personnel for the welfare and safety of their children. Also, emphasis should be placed on the problems involved with safe transportation and the extent of responsibility placed on bus drivers who are transporting their children.

1. Be familiar with and follow local board and school level policies for school bus transportation.

2. Have children ready and at their designated pickup points along the route.

3. Cooperate with the school and bus driver in teaching children safety precautions and good manners and habits for school bus passengers.

4. Assist when there are disciplinary problems.

5. Avoid detaining the driver on the route.

6. Avoid contacting drivers to change schedules, routes assignments, bus stops, etc. (If a problem arises contact the principal or Supervisor of Transportation.)

7. Assist the school district in monitoring safe access to passengers by keeping bus loading and unloading zones free of parked vehicles, trash or debris, by keeping vegetation trimmed, etc.

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§517. Rules for School Bus Riders

A. A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the students can lead to accidents. The driver must concentrate on the driving task at hand and cannot be expected to constantly discipline the students while the bus is in motion. Therefore, for the safe operation of the school bus, students should be aware of and obey the following safety rules.

1. Cooperate with the driver; your safety depends on it.
2. Be on time; the bus will not wait.
3. Cross the road cautiously under the direction of the driver when boarding and leaving the bus.
4. Follow the driver's instructions when loading and unloading.
5. Remain quiet enough not to distract the driver.
6. Have written permission and be authorized by the principal to get on or off at a stop other than the designated stop.
7. Remain seated at all times when the bus is in motion.
8. Keep arms, head or other objects inside the bus at all times.
9. Refrain from throwing objects in the bus or out of windows and doors.
10. Use emergency exits only for emergencies, and when instructed to do so.
11. Refrain from eating or drinking on the bus.
12. Avoid the use or possession of tobacco, matches, cigarette lighters, obscene materials, weapons, drugs or other prohibited items on the bus.
13. Take no glass objects or other objects on the bus if prohibited by state, federal law or local school board policies.
14. Take no band instruments, projects and other objects too large or too hazardous to be held by the passenger or stowed safely under the seat. They will not be permitted on the bus.
15. Refrain from damaging the bus in any way.
16. Be courteous, and safety-conscious. Protect your personal riding privilege, and enjoy the ride.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:628 (April 1999).

Chapter 7. Selection and Continued Employment: Full-Time, Substitute and Activity Bus Drivers and Special Education Bus Attendants

§701. Important Factors

A. The most important factors in student transportation is the school bus driver and the bus attendant. They must be in good physical condition, of sound moral character and skilled in the performance of their duties. They must be able to develop good relations with students, parents and supervisory personnel, able to adjust to varying job conditions and must possess positive attitudes toward safety.

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§703. Employment Requirements

A. Any parish or city school system employee who is required to transport or assist in the transportation of students to and from school or school-related activities must meet certain requirements. This applies to full-time school bus drivers, substitute drivers, activity bus drivers and bus attendants. Mechanics, supervisors or other personnel who are licensed to drive school buses but do not actually transport students must fulfill requirements of the Louisiana Commercial Driver's License Program. They may not otherwise be required to fulfill all requirements specified in this section.

B. Employment applications and job descriptions must meet the requirements of the Americans with Disabilities Act and should include as a minimum the following information:

1. name, address and telephone number of applicant;
2. education and specialized training;
3. general physical condition;
4. armed Services record (if applicable);
5. personal and business references;
6. record of criminal convictions (R.S. 15:587.1 and R.S. 17:15).

C. Specific job requirements necessitate specialized training for driving personnel and for bus attendants or aides before they are employed and during the entire terms of service in the transportation program. The minimum requirements are listed here; however, local school districts may establish additional criteria for driving personnel and/or bus attendants.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:628 (April 1999).

§705. School Bus Drivers

A. The term *school bus drivers* included in this section includes anyone who is certified to transport students to and from school and school-related activities. Full-time drivers, substitute drivers (including bus attendants who may also be certified to drive in emergency situations), activity bus drivers (teachers, coaches, custodians, etc.) and any other employee who at any time transports students must be certified (R.S. 17:491). These requirements are as follows.

B. Initial Certification

1. Age: 21 years minimum.
2. Criminal record check (finger printing required).
3. Driving record check (Louisiana Department of Motor Vehicles).
4. Commercial Driver's License (CDL).
 - a. Issued by state of *residence*.
 - b. Type C or B (B recommended).
 - c. Passenger endorsement *required*.
 - d. Air brakes authorization (may be required).
5. Physical examination (CDL physical requirements as a minimum).
6. Pre-service training Classroom instruction (30 hrs.) to include the following:
 - a. first aid course;
 - b. defensive driving course;
 - c. Louisiana school bus driver course;
 - d. state/local laws, policies and procedures;
 - e. transporting passengers with special needs;
 - f. passenger management/student discipline;
 - g. other topics authorized in Bulletin 1191, Chapter 9.
7. Pre-service training On bus (10 hrs).
8. Drug/alcohol inservice and screening.

C. Annual Certification

1. Driving record check (Louisiana Department of Motor Vehicles).
2. Current CDL with appropriate endorsements/authorizations.
3. Physical and eye Examination
4. Applicable drug/alcohol testing

D. Biannual Certification

1. Eight-hour inservice training (may be replaced with four-hour annual inservice training)

NOTE: Additional requirements (e.g., annual inservice training, periodic safety meetings, psychophysical examination, written

tests, interviews, annual or biannual personnel evaluations, etc.) may be imposed by local school districts.

2. Certain items included in the previous listing are further explained here. Additional information may be obtained from the Department of Education.

E. Driving Record Check

1. Safe driving records are essential factors in driver selection. Prospective drivers, therefore, must submit documentation as a part of their permanent file attesting to their driving record. *No driver shall be employed if a major chargeable driving offense has occurred in the previous five years.* Specifically, applicants shall be disqualified from consideration as bus drivers if with the past five (5) years, they have been convicted of, or have forfeited a bond on, any charge of: DUI; transportation, possession or use of a Schedule I drug; leaving the scene of an accident involving an injury or fatality; or any felony involving the use of a motor vehicle. In addition, any applicant must come under close scrutiny if the driving or criminal record indicates that a concern should exist for the welfare of children in the applicant's charge.

2. The driving records of all full-time and substitute bus drivers and activity bus drivers must be reviewed by the Supervisor of Transportation annually. Additionally, these drivers must report moving violations convictions in accordance with Louisiana Commercial Driver's License Statutes.

3. The Department of Public Safety and Corrections, Office of Motor Vehicles, shall provide for the examination of driving records, as provided in R.S. 17:491.1.

F. Physical Condition

1. The Commercial Driver's License physical examination is a minimum requirement. A copy of the examination form must be filed with the school district's Transportation Office before the beginning of each school year. More extensive and/or more frequent examinations may be required by the local district. *All school bus drivers must be certified as having normal use of both hands, both arms, both feet, both legs and must possess normal or corrected vision of 20/40 in both eyes, with a field of vision of at least 150 degrees.* They must have corrected or normal hearing, be free of communicable disease and of mental, emotion or functional disorders.

2. *After a heart attack or other serious illness, a certificate of health and permission to return to work from a licensed physician must be presented and filed with the Transportation Office and maintained in the driver's record.* Local school boards may require such certification, as well as all annual physical examinations, to be approved by board-appointed physicians.

G. Psychophysical Examination

1. Local school districts may include a psychophysical examination in the annual requirements. If administered, the psychophysical examination should include a test of depth perception (not to exceed three inches total in three trials)

and a test of reaction time (not to exceed an average of 3/8 seconds in three trials). Individuals who exceed these maximums should be referred to a licensed physician for evaluation. A return to work certificate must be submitted to the transportation supervisor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:628 (April 1999).

§707. Bus Attendants (Aides)

A. Bus attendants must be physically and emotionally able to assist the bus driver in all activities required to safely transport the student with special needs, except for actually driving the bus. (The attendants may also be certified to drive.) This may require the ability to perform some lifting activities, manual dexterity for assisting and securing students with assisting devices, supervising passengers and other essential tasks.

B. Local school districts have more latitude in selection criteria for bus attendants than for bus drivers. Nevertheless, annual physical examinations are recommended because of the nature of tasks to be performed. Additionally, preservice and biannual (or more frequent) inservice training should be mandated to cover student exceptionalities, management of the special needs passenger, first aid, loading and unloading techniques, emergency evacuation of the special needs bus and related topics.

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HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:629 (April 1999).

§709. Termination of Services or Removal of Certification

A. *Full-time bus drivers* who have served the *mandatory three-year probationary period* and have acquired tenure may be terminated for cause, but only in accordance with the terms of R.S. 17: 493. Reasons for dismissal include willful neglect of duty; incompetence; immorality; intoxication while on duty; physical inability to perform duties; failure to keep the school bus in a safe, comfortable and practical operating condition; being a member of or contributing to any group, organization, movement or corporation that is prohibited by law or enjoined from operating in the State of Louisiana.

1. Additionally, the abolition, discontinuance or consolidation of bus routes may require a reduction in force, or lay-off of one or more bus drivers. The procedure prescribed in R.S. 17:493 must be followed.

B. The requirements for termination of services for non-tenured driving personnel and for bus attendants is less structured, but due process requirements and local policies and procedures must be followed. It is possible, also, that an activity bus driver may be denied driver certification without the employee's primary employment (e.g., teacher, custodian, etc.) being terminated. That would be a local decision.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:630 (April 1999).

Chapter 9. Instructional Program for School Bus Drivers

§901. Driver Training Program

A. The application of federal and state minimum safety standards for school buses has greatly improved the safety of school children riding school buses within the state. Recent improvements in driver selection and training procedures resulted in employing safety-minded drivers. Emphasis in driver training programs has reduced the school bus accident rate in which the school bus driver is at fault. These high standards must be continued. The driver training program must continue to offer a means of educating drivers in safe, economical and efficient school transportation operations.

B. Local school systems, as well as the State Department of Education, must accept the responsibility for designing and implementing training programs that will continue to develop the driver's potential for safe, accident-free driving.

C. Instructional programs for school bus drivers are designed to prepare each driver for the unusually difficult task of safely transporting school children to and from school and school-related activities. Local school districts are authorized to design specific course content for two distinct categories of drivers:

1. full-time and substitute bus drivers who transport students on daily routes to and from school; and
2. activity bus drivers who transport students occasionally to and from school-related activities (athletic events, parades, field trips, etc.).

D. If separate classes are scheduled, course content should be suited to specific needs of trainees. Example—Activity bus drivers need more training in planning and driving trips out of town and less training in transporting students on daily routes. Full-time and substitute drivers need more training in student management and discipline procedures than do teachers who are training to be activity bus drivers.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:630 (April 1999).

§903. Two Types of Driver Training Make up the School Bus Driver Instructional Program

A. Preservice Training—which is designed to develop minimum skills in driver applicants.

B. Inservice Training—which is designed to improve skills, attitudes and knowledge of all who drive school buses in the State.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

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HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:630 (April 1999).

§905. Preservice Training (Approximately 40 Hours)

A. In order to ensure safe operation from the onset, all driver trainees must complete the preservice phase of the school bus driver training program. Recent experience in driving a school bus may be considered when scheduling applicants for preservice training. *Also, trainees may be credited with previously completed courses or with job-related experience at the discretion of the local supervisor of transportation.*

B. Instructors for this training may be transportation supervisors, driver training instructors, specifically appointed, experienced school bus drivers who are also skilled in instructional methods or other approved instructional resource persons. State Department of Education personnel may be called on to assist in the classroom phase of preservice training.

C. Preservice instruction will consist of the following three phases: classroom instruction, vehicle familiarization and operation (behind-the-wheel), and on-the-road training. *Unless exempt by the local supervisor of transportation because of job-related experience and/or training, every driver trainee must complete at least 40 hours of instruction before being allowed to operate a school bus loaded with children. Examples of exemptions are segments of curriculum regarding student management and discipline procedures for certified teachers, first aid for first aid teachers, vehicle maintenance for school bus mechanics, transporting students with disabilities and daily loading/unloading procedures for activity bus drivers, etc. (Drivers who become certified within a year after preservice training do not have to complete additional inservice training that same school year unless so required by local school systems.)*

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:630 (April 1999).

§907. Preservice Instruction

A. Classroom Instruction (30 Hours Total)

1. Unless exemptions are authorized in accordance with preceding paragraphs, preservice classroom instruction must include instruction in the following courses.

a. Louisiana First Aid Course (Any approved first aid course) **C4-8** hours

b. Drug/Alcohol Awareness Policy and Testing Procedures **C2** hours

c. National Safety Council Bus Driver Defensive Driving Course, ("Coaching the School Bus Driver") **C6-8** hours

d. Appropriate units of Louisiana Department of Education School Bus Driver Instructional Program **C6-8** hours

e. Assertive Discipline/Passenger Management **C1-2** hours

f. Transporting Students with Disabilities **C1-2** hours

g. Applicable federal and state laws and regulations, local ordinances, state and local policies governing school bus transportation **C2-4** hours

h. State and local reporting procedures **C2** hours

2. Additional classroom instruction may include the following topics.

a. Drug Abuse Prevention Awareness

b. Recognizing and Reporting Child Abuse

c. Preventive Maintenance

d. Commercial Driver's License (CDL) Pre-Test Training.

e. Special activity trip requirements.

f. Other topics approved by the State Department of Education.

3. Minimum total classroom instruction **C30** hours

B. Vehicle familiarization and operation training (Minimum **C4** Hours).

1. This instruction must be conducted in the type of vehicle(s) the applicant will drive and should cover at least the following operational topics.

a. Pre-Trip, Enroute and Post-Trip Inspection Procedures

B. Starting, Stopping and Turning Procedures

C. Proper Use of School Bus Signals

D. Proper Backing Procedures

E. Loading and Unloading Passengers

F. Emergency Procedures, Including Emergency Evacuation

G. Procedure at Railroad Crossings

H. Student Safety Instruction

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:630 (April 1999).

§909. On-the-Bus Training (Minimum 10 Hours)

A. This phase of the training cycle is designed to introduce the driver to the actual school bus driving task. Supervised on-the-bus training should include, but need not be limited to, the following, unless the trainee has previous school bus driving experience.

1. Observe Regular Driver **C2** hours

2. Drive Empty Bus **C2** hours

3. Drive Loaded Bus ~~C~~6 hours

B. Additional training on-the-bus may be required as determined by the supervisor of transportation.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:631 (April 1999).

§911. Inservice Training (Minimum 8 Hours Within a Two-Year Period)

A. Inservice training, which is designed to improve the driver's skills, attitude and knowledge, is a vital part of the total school bus safety effort. Training helps to ensure that drivers are kept up-to-date on any changes in laws, rules, regulations and policies, as well as to provide a ready refresher of materials covered in preservice training. As a minimum, at least eight hours of inservice training must be provided to all drivers within a two year period; however, annual inservice training is encouraged. (The required eight hours may be divided into two annual four-hour blocks, if so desired by the local transportation supervisor.)

B. Bus driver participation in inservice training sessions is mandatory for the driver to maintain certification. Training topics should be selected from the following courses on the basis of local school system needs:

1. appropriate units of the Louisiana Department of Education School Bus Driver Instructional Program;
2. National Safety Council Defensive Driving Course: "Coaching the School Bus Driver;"
3. approved first aid course with emphasis on activities designed to meet school bus drivers' needs;
4. assertive discipline/passenger management training;
5. drug abuse prevention awareness training;
6. transporting students with disabilities;
7. recognizing and reporting child abuse;
8. commercial driver's license (CDL) training;
9. special activity trip requirements;
10. other topics approved by the State Department of Education.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:631 (April 1999).

§913. Remedial Training

A. In addition to pre-service and inservice training, supervisory personnel should be aware that school bus drivers may require remedial training if their performance does not meet standards set by state and local policy. Remedial training should be designed to improve specific areas of performance.

B. The following examples reflect a need for remedial training:

1. involvement in preventable accidents;
2. a record of traffic violations;
3. inability to solve student behavior problems;
4. vehicle abuse;
5. discourteous behavior;
6. unreasonable schedule delays;
7. inappropriate driver attitude or performance;
8. changes in physical fitness;
9. failure to comply with state and local policies and procedures.

C. Additional training by local school systems in all phases of student transportation operations is encouraged.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:631 (April 1999).

Chapter 11. Vehicle Operation

§1101. Vehicle Operation

A. Student transportation is a service to the student, the school and the community. This service must be measured in terms of service provided in relation to environmental, social, legal and other factors that affect safety, dependability and cost.

B. *Bulletin 1475 Operational and Vehicle Maintenance Procedures*, approved by the Louisiana Board of Elementary and Secondary Education and published by the Louisiana Department of Education, enumerates various operational procedures for Louisiana school bus drivers.

C. All supervisory and support personnel should review and familiarize themselves with the information contained in Bulletin 1475 to help ensure safe and comfortable rides for the students of Louisiana.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:632 (April 1999).

Chapter 13. Maintenance and Inspection

§1301. Maintenance

A. Proper maintenance of school vehicles is vital for a safe, efficient and economical transportation program. Each local system shall adhere to the following procedures.

1. All school vehicles must be maintained in safe operating condition through a systematic preventive maintenance program.

2. All school vehicles *must be inspected* during the months of *June, July, or August* and certified as safe by the appropriate authority prior to the beginning of each school session.

3. All school vehicles must be *inspected* by an approved Louisiana Commercial Motor Vehicle Inspection Station during *December, January or February* of each school year.

4. Accurate maintenance records must be kept for each school vehicle.

5. School vehicle drivers must conduct pre-trip inspections before beginning each trip, whether morning, mid-day or afternoon. Inspection must include *all items listed in Bulletin 1475 and the Louisiana Drivers Manual for Commercial Vehicle Driver Licensing (CDL)*.

6. Any defects or deficiencies in the areas listed above that may affect the safety of the vehicle's operation or result in its mechanical breakdowns must be reported verbally and in writing to the proper authorities (and approval must be granted by the proper authorities to continue operation of the vehicle).

7. A written report shall be made at the completion of each trip or tour of duty regarding any defect, deficiency, malfunction or questionable performance of a school vehicle.

8. Post-trip inspections must be conducted after each trip or individual run to check for passengers, equipment, medication, etc. that may have been left on the bus.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:632 (April 1999).

Chapter 15. Pupil Instruction

§1501. Safe Riding Practices

A. Because of the increased number of pupils being transported and the ever increasing number of accidents on the highways, there is a need to instruct pupils on safe riding practices and on proper evacuation of a school bus in case of an emergency.

B. *Twice during the school session*, intensive classroom instruction must be given on safe riding practices. This instruction must be presented once during the first six (6) weeks of each semester and should be coordinated to involve bus drivers, bus attendants, teachers and principals. Once the instruction has been completed, the principal must complete a *Form T-7*, certifying that the instruction has been performed and shall submit it to the local transportation supervisor. Instruction must include the following:

1. student behavior;
2. identifying individuals who have authority over passengers;
3. loading and unloading procedures;
4. seat assignments;
5. acceptable conduct on the bus, e.g. talking, moving around and use of windows;
6. keeping the bus clean;

7. care of the bus and its equipment;
8. emergency procedures, including evacuation drills;
9. meeting the bus, waiting for the bus, leaving the area after unloading;
10. all other applicable local and state rules and regulations.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:632 (April 1999).

§1503. Emergency Exit Drills

A. In an emergency it is possible for pupils to jam the emergency door by all trying to get out of the door at the same time. In order to help avoid a situation of this type, schools should organize and conduct emergency exit drills for all pupils who may ride a school bus. (See Chapter 33.)

B. One emergency exit drill must be held during the first six weeks of each school semester. The following guidelines are given for conducting the emergency exit drills:

1. have a local written policy covering the drills;
2. school officials should schedule drills with drivers;
3. practice drills on school grounds, during school hours, in a safe place, and under supervision of school officials;
4. allow for individual differences in jumping out of the emergency door. Instruct helpers to offer a helping hand palm up and avoid grasping a child's hand or arm. Children will hold on if they want help;
5. time each drill;
6. practice exiting the bus through the service (front) door and the emergency rear and/or side door. Instruct students on use of other available emergency exits;
7. ensure that the principal completes *Form T-8* and forwards it to local transportation supervisor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:632 (April 1999).

Chapter 17. Evaluation of the Pupil Transportation System

§1701. Criteria

A. Each school system should have a plan for annually evaluating its pupil transportation operation. There are several criteria which can be applied to obtain some estimates of the operation's effectiveness. These criteria relate to such factors as safety, efficiency and economy.

B. Safety criteria include, but may not be limited to.

1. injuries to pupils, the driver and other highway users;

2. frequency and severity of property damage accidents in which buses are involved;
3. frequency and severity of moving traffic violations for which drivers are cited;
4. frequency and nature of complaints from parents, the motoring public, school administrators and pupils;
5. frequency and nature of vehicle breakdowns, road failures and other emergency situations involving buses;
6. hazardous situations on bus routes.

C. Efficiency and economy criteria include, but may not be limited to:

1. Bus route operation within the framework of established school hours;
2. minimizing the actual time pupils are on the bus;
3. routes designed to achieve maximum utilization (i.e., full capacity within reason), and elimination of unnecessary mileage and duplication;
4. annual review of all routes and routing procedures, including stop-times.

D. Adequate planning is essential to the completion of a comprehensive evaluation of a transportation program. The planning procedures should include the establishment of essential short and long-range goals, with provisions for periodic evaluation of progress along predetermined time schedules and a point-by-point comparison of the system's present program with state policies and standards to identify deficiencies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:633 (April 1999).

Chapter 19. Records and Reports

§1901. Records

A. Files on all school bus drivers, including substitutes and activity drivers, must be maintained in the local system's central office. The following documents must be included in these records:

1. vehicle data;
2. driver data;
3. vehicle accident/incident records;
4. vehicle inspection and maintenance records;
5. complaints;
6. liability insurance policy verification for contract drivers;
7. documentation of completion of bus driver's training courses (preservice and inservice);
8. medical examination reports.

B. A map and/or a description of each driver's routes (current and of adequate quality) must be kept in the local system's central office. Maps must indicate the following.

1. location of driver's home or point of departure;
2. beginning point, individual stops and final destinations of each route or daily trip or daily runs;
3. school or schools being served.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:633 (April 1999).

§1903. Reports

A. Statistical data and reports on all bus-related accidents must be maintained by the local transportation supervisor. A written report of each accident may be made upon request by the Louisiana State Department of Education. (See Bulletin 1475, Chapter 29).

B. Cost and expenditure data for pupil transportation facilities, equipment, and staff must be maintained at the local level and provided to the State Department of Education upon request.

C. Accurate maintenance records must be kept for all buses, including those of contract drivers.

D. When a school bus collision occurs and there is one or more fatalities, or if occupants are in such critical condition that one or more fatalities seem imminent, notification should be made by the investigating police agency by telephone to the National Response Center in Washington, D.C., 1-800-424-8802 or 8803 or to Ron Engle, National Highway and Traffic Safety Administration (NHTSA 202-366-2717).

1. NHTSA may dispatch personnel to investigate accidents. It is essential that prompt notification occur to provide the investigators with an opportunity to cover each accident site before perishable information has been destroyed and while vehicles are still available for inspection by automotive specialists and other accident reconstruction specialists.

2. Police agencies having jurisdiction are not expected to hold the scene of these accidents for a Federal investigation team. The team will not interfere with or supersede the agency having original jurisdiction. It is desired that this will be a cooperative effort.

3. Bus drivers may be required to file Form SR-10 with Louisiana Department of Motor Vehicles after an accident.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:633 (April 1999).

Chapter 21. School Bus Routes

§2101. Routes

A. The term *route* shall apply to the combined total daily trips (or runs) regularly assigned to the bus driver. The statutory authority governing the establishment and continuation of school bus routes in Louisiana is R.S. 17:158 and R.S. 17:497. The State Board of Elementary and Secondary Education (BESE) has been granted the authority under the provisions of R.S. 17:164 to establish and adopt regulations relating to the operation of school buses in the transportation of students to and from school.

B. The State Board (BESE) also adopts overall regulations relative to pupil transportation programs. The following policies were adopted by BESE to provide guidelines in setting up and continuing school bus routes in the state.

C. The primary responsibility for establishing and continuing school bus routes rests with the local school board. Local school boards are responsible for maintaining safe, efficient, economical school transportation programs by establishing and continuing only those routes that are needed to assure timely arrivals and departures within the framework of established school hours; by designing routes to achieve maximum utilization of buses and the elimination of unnecessary and duplicated mileage; and by consolidating and eliminating bus routes when no longer needed. The establishment of new routes and the continuation of existing routes shall be governed by "2103.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:633 (April 1999).

§2103. Accurate Measurement of Bus Routes

A. Routes begin at the farthest point from the school or schools served and proceed on the shortest charted course. Exceptions exist when local school officials determine it is more economical to do otherwise and/or when there are hazardous conditions.

B. Bus routes are measured in terms of "one-way mileage." Paid one-way mileage for contract drivers begins when the first child is picked up and ends when the final destination or school is reached.

C. When one-way mileage differs in the afternoon from that of the morning route, the one-way mileage for the morning and afternoon is totaled and divided by two. The result is the average one-way mileage for that particular route.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:634 (April 1999).

§2105. Funding For School Transportation Services

A. The State Department of Education and the Board of Elementary and Secondary Education shall develop

procedures and forms for local school districts to report transportation data and for receiving state funding for transportation. Local school districts may be required to provide any or all of the following information to the Department of Education.

1. An annual report of publicly and privately owned buses, including names of drivers, vehicle data, number of daily trips, number of students, number of daily miles, costs. Reporting forms or formats for electronic transmission of data will be provided by the Department of Education.

2. Record of contract owners who are covered by applicable frozen mileage statutes. (See Number 3 below.)

3. Frozen mileage (R.S. 17:497) is the mileage recorded on Form T-10 to indicate the route mileage approved by the Supervisor of Transportation *at the time the school bus is placed into service*. Frozen mileage guarantees that the contract owner/operator cannot be penalized by a reduction of compensated mileage (except as may be requested by the owner/operator) for a period of seven (7) years when a new bus is purchased or five (5) years when a used bus *not more than five (5) model year old* is purchased. If route mileage is increased, operational mileage compensation must be increased accordingly, if route mileage is decreased because of circumstances beyond the control of the owner/operator, operational mileage compensation shall not be reduced below the mileage level indicated on Form T-10. Every effort should be made by the Supervisor of Transportation to assure that route mileage is not reduced below the frozen mileage level. If a driver requests and is granted less mileage than the frozen mileage, actual mileage shall be compensated. Frozen mileage applies only when the owner/operator makes a purchase of a new or used bus not more than five years old. *The transfer of a bus from spouse to spouse, acquisition as a gift, etc., other than a purchase does not afford frozen mileage to the person who acquires the bus.*

4. Selling of school buses (Form T-10) is used by the seller (i.e., chassis and by body dealers, individuals, etc.) To furnish a record of all buses bought and sold to public school bus drivers and/or school boards. The sellers, by signing this form, certifies that the bus meets all Federal Motor Vehicles Safety Standards (FMVSS), and the requirements of State Department of Education Bulletin 1213, *Minimum Standards For School Buses in Louisiana*. All information requested on the form must be carefully provided.

5. The seller and the purchaser should agree on such items as chassis and body condition, etc. The transportation supervisor shall record approved one-way mileage on Form T-10. *The completion of this form is mandatory*. Forms shall be submitted in a timely manner and should be forwarded to the Department of Education upon request. (T-10 Forms are available, upon request, from the Department of Education.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:634 (April 1999).

Chapter 23. Board Policies

§2301. Eligible Students

A. In accordance with Louisiana Revised Statute 17:158, each parish and city school board shall provide free transportation for any student who attends a school of suitable grade approved by the State Board of Elementary and Secondary Education if the student resides more than one mile from such school, and the school is within the jurisdictional boundaries of the parish or city school board.

B. For the purpose of administration, the distance shall be determined as extending from the student's driveway or entrance to the nearest public road, to the walking entrance of the school building. (The distance shall be measured by the most direct route and may be along roads and walkways.)

C. No person other than assigned students and authorized persons approved by the local Transportation Supervisor or other authorized school officials are allowed to board the bus.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:634 (April 1999).

§2303. Transportation of Students Living Within One Mile of School of Attendance

A. The State Board of Elementary and Secondary Education allows the local system to transport students living within one-mile of the school they attend if there are "exceptional" or hazardous walking situations. The transportation of these students requires special permission from the State Board. Approval of requests for the transportation of students living less than one mile from the school they attend will not be approved unless the request for such approval is accompanied by a plan or procedure to eliminate the exceptional conditions (if possible) by providing safe walking areas or conditions.

B. The plan must identify the problem, list proposed solutions, outline procedures to correct the problem, and include the time schedule for completion. When an emergency exists the State Superintendent of Education can authorize transportation, not to exceed 30 days. The conditions must be reviewed for continued approval. All exceptional conditions shall be reviewed by June 30 of each school year by the local school system to determine whether corrective actions can be made in order to relieve the need for this transportation. (Act 6 of the 1986 Special Legislative Session amended R.S. 17:158 (A) and thus allows 15 local school systems to transport within one mile if hazardous conditions exist, but at no cost to the state.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:635 (April 1999).

Chapter 25. Special Education Transportation

§2501. Responsibility of the Louisiana Legislature

A. Provide appropriate funds for the implementation of all mandated transportation programs.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:635 (April 1999).

§2503. Responsibility of the State Department of Education

A. Seek funding from the Louisiana Legislature to provide compensation to the local educational agencies for specially equipped school buses and bus attendants (aides).

B. Seek the necessary funds from the Louisiana Legislature to fully fund all transportation for students with special needs.

C. Seek funds from the Louisiana Legislature to employ the necessary personnel to develop and provide pre-service and inservice training programs for bus operators and attendants who transport students with special needs.

D. Provide current information to local school districts regarding changes in State and Federal laws, policies and procedures that affect student transportation services.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:635 (April 1999).

§2505. Responsibility of Local Board or Agency

A. Assure that the students being transported spend only a reasonable amount of time on the bus. (The locations of the domicile and the school facility will be the determinate factors in the amount of travel time.)

B. Assure that supervision of students at transfer points (if applicable) will be in compliance with local educational agency policy.

C. Employ adult (i.e., 18 years of age or older with approved training as required by local board policy) attendant(s) as needed on all school buses transporting students with disabilities and for students with special needs.

D. Assure that all school buses used to transport students with special needs comply with current Louisiana State Department of Education Bulletin 1213, *Minimum Standards for School Buses in Louisiana*.

E. Assure that appropriate safety measures are used in the transportation of students with special needs. Such safety measures shall include the designation of roads, bus area, and any special bus stop location(s).

F. Assure that specialized equipment used to transport students to and from educational sites comply with all Federal Motor Vehicle Safety Standards, where such standards are applicable.

G. Develop, implement and post evacuation procedures for each school bus in accordance with requirements.

H. Suspend or terminate student transportation services upon the submission of appropriate documentation for the following reasons, with parents having the right to initiate due process proceedings.

1. When parents(s) or appointed designee does not assume responsibilities as outlined in §2509.

2. When the child's unacceptable behavior is related to the child's disability, and a mutually agreed upon alternative method of transportation will be implemented.

3. When the child's unacceptable behavior is not related to the disability, and the local disciplinary policies and procedures provide for suspension or termination of school bus transportation.

I. The local school superintendent (or designee) shall make a reasonable and timely effort to provide notification when it is known that there will be an interruption in bus service or a change in the bus schedule.

J. Provide to each school bus driver confidential emergency information for each student to include at least the following information:

1. student's name and address;
2. nature of student's disability;
3. emergency health care information;
4. name and telephone number of student's physician, parent, guardian and/or custodians who can be contacted in case of an emergency;
5. provisions for student's welfare when and if the student is unable to be met at the designated bus stop, i.e. additional drop off location(s);
6. a small photograph of the student if available;
7. any other information deemed necessary by the local agency.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:635 (April 1999).

§2507. Responsibility of the Bus Operator and Attendant

A. Assure that students with special needs are supervised on board at all times.

B. Ensure that the protective safety devices are in use and fastened properly. (In instances where an attendant is not available, this shall be the responsibility of the bus operator.)

C. Assist students on and off the bus at the designated bus stop when it is necessary for their safe entrance and exit from the bus. Conduct post-trip inspection of the bus, checking especially for passengers, special equipment, medications, etc. that may have been left on board the bus.

D. Maintain on his/her vehicle confidential emergency information for each student.

E. The bus operator shall deliver the students to the same bus stop from which they were picked up. Special circumstances may allow a change in this procedure, but it must be approved by the local superintendent (or designee).

F. The attendant must be on the school bus at all times during the bus route if required by the I.E.P. Exceptions are to be made only by the local supervisor of transportation.

G. The bus operator will be responsible for providing the parent with appropriate emergency phone numbers to contact the driver.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:636 (April 1999).

§2509. Responsibility of the Parents or Appointed Designee

A. Provide the local educational agency with pertinent written information regarding any special care the student may need while on the bus.

B. Have the child at the designated bus stop at the regularly scheduled time and provide the necessary supervision until the bus arrives.

C. Secure the child into any specialized carrying equipment or assistive device prior to the arrival of the bus.

D. Meet the bus upon its return to the designated bus stop at the scheduled time, if specified in the I.E.P., or make appropriate provisions for the student's welfare when and if the student is unable to be met at the designated bus stop.

E. Take the child home in the afternoon if the parent takes or sends his/her child to school, unless otherwise provided for by local school board policy.

F. Make a reasonable and timely effort to notify the bus operator prior to the beginning of the morning run if the child is unable to attend school.

G. Keep the bus loading area free of debris and other obstacles.

H. Any parent of a student with special needs who believes that the transportation services provided for that student are not in compliance with these regulations may utilize the due process procedure as established in the Special Education regulations in accordance with R.S. 17:1941 et seq. (See Bulletin 1886.)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:636 (April 1999).

§2511. Transportation of Students with Special Needs who Cannot be Transported by a Regularly Equipped School Bus

A. Parish and city school systems should meet the following requirements in providing transportation for

students who cannot be transported by regularly equipped school buses or the regular, established transportation system.

1. Transportation routes will be established by the local school system. These routes must be well planned to ensure economy and efficiency. All existing transportation requirements of the local school system must be considered prior to establishing an additional route.

2. The special education program or class to which students will be transported must meet the requirements of R.S. 17:1941 et seq.

3. Drivers of vehicles on the special routes will neither be subject to provisions of R.S. 17:496 (minimum salary schedule) nor will they be eligible for tenure.

4. Vehicles used on these special routes (private cars, station wagons, vans, etc.) will be subject to safety inspections and carry the necessary insurance coverage required by the local school system.

5. Local school systems will reimburse drivers of vehicles (private cars, station wagons, vans, etc.) approved by the local school system for such purposes at the current state approved rate for reimbursement of mileage on the basis of miles traveled for one round trip per vehicle for each day of attendance.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:636 (April 1999).

§2513. Transportation of Residential (Boarding) Students

A. The local school system, as specified in R.S. 17:1941, et seq., has the responsibility of providing special education services to certain children residing within their geographic areas of responsibility. In providing these services the first priority should be to use the facilities and personnel of the local school system, itself.

B. If this is not possible, a request should be made for the child to attend the nearest school in Louisiana, approved by the Special Education Division of the Louisiana State Department of Education, where the child can obtain the required services. If it is not possible to obtain the required services in Louisiana, a request may be made for the child to attend the nearest out-of-state school approved by the Special Education Division of the Louisiana Department of Education.

C. Parish and city school systems must meet the following requirements for transportation of special needs students who cannot be transported on bus routes which are subject to provisions of R.S. 17:495 (School Bus Drivers' Salary Schedule).

1. The special education program or class to which students will be transported must meet the provisions of R.S. 17:1941 et seq. and Regulations for Implementation of R.S. 17:1941 et seq.

2. Drivers of vehicles on these routes shall not be subject to provisions of R.S. 17:495 nor will they be eligible for tenure.

3. Vehicles used on these special routes (private cars, station wagons, vans, etc.) shall be subject to safety inspections and shall carry the necessary insurance coverage as determined by the local school systems.

4. Funds for such transportation services may be used by school systems for transportation to the nearest facility approved by the Louisiana Department of Education only if the local school system is unable to provide the services required by the student with special needs. This need should also be verified by the student's Individual Educational Plan (I.E.P.).

5. Payment for such transportation services shall be made by the local school system at the current state approved rate for the reimbursement of mileage for transportation within the state for a maximum of nine round trips per school year.

6. Payment for such transportation shall be made by the local school system at the current state approved rate for the reimbursement of mileage for transportation out-of-state for two round trips per year providing there is no program within the state that can adequately provide for the special needs of the student.

D. Bulletin 1886, *Special Education Transportation Guide*, provides a detailed description of special education transportation services and guidelines governing such services.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:636 (April 1999).

Chapter 27. Reference Sources for Specific Topics

§2701. Topics

A. The topics listed herein after are *not* intended to be all-inclusive, covering every facet of student transportation services in Louisiana. The list is intended to provide Louisiana sources of reference for information regarding some of the topics most frequently questioned and discussed. It is recommended that every school bus driver consult with the local Supervisor of Transportation if additional information or further clarification is required.

B. Louisiana Department of Education Bulletins referenced below are as follows: Bulletin 1191: *School Transportation Handbook* (rev. 1998), Bulletin 1213: *Minimum Standards for School Buses in Louisiana* (rev. 1998), Bulletin 1475: *The Louisiana School Bus Driver Operational and Vehicle Maintenance Procedures* (rev. 1998), and Bulletin 1886: *Special Education Transportation Guide* (rev. 1998).

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

EDUCATION

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:637 (April 1999).

§2703. References

A. Eligible (for School Bus Transportation) Students

1. One mile or more from school
 - a. R.S. 17:158
 - b. R.S. 17:2003
 - c. R.S. 17:3381
 - d. Bulletin 1191, Chapter 23
 - e. Bulletin 1886, Section II
2. Less than one mile from school
 - a. R.S. 17:158
 - b. Bulletin 1191, Chapter 23
3. Post-secondary vocational technical facilities
 - a. R.S. 17:2003
4. College students
 - a. R.S. 17:3381

B. Emergency Procedures

1. R.S. 9:2793
2. R.S. 32:398
3. R.S. 37:1732 ("Good Samaritan Law")
4. Bulletin 1191, Chapters 15 and 33
5. Bulletin 1475, Chapters 11 and 27
6. Bulletin 1886, Sections II, III
7. Louisiana CDL Manual, pp. 2.13-2.16

C. First Aid Procedures

1. Bulletin 1475, Chapter 19
2. Bulletin 1886, Section V

D. Guaranteed ("Frozen") Mileage

1. R.S. 17:497
2. Bulletin 1191, Chapter 21

E. Habitual Offender Defined

1. R.S. 32:1472

F. Insurance Against Injury to Students Transported to School

1. R.S. 17:159
2. R.S. 17:159.1
3. R.S. 17:159.2
4. R.S. 32:601
5. R.S. 32:604

G. Minimum Insurance Coverage

1. R.S. 45:162 (17)(18)

H. Passenger Management/Discipline

1. R.S. 14:95.2 (Illegal Weapons)
2. R.S. 17:223
3. R.S. 17:240 (Smoking)
4. R.S. 17:416
5. Bulletin 1191, Chapters 5, 9 and 15
6. Bulletin 1475, Chapters 13 and 17
7. Bulletin 1886, Sections II, IV
8. Louisiana CDL Manual, pp. 4.2-4.3

I.

Public Intimidation (of School Bus Drivers)

1. R.S. 14:122

J. Roles and Responsibilities

1. Overview

- a. R.S. 17:24 (State Department of Education)
 - b. R.S. 17:41 (Attorney General and State Superintendent of Education)
 - c. Bulletin 1191, Chapters 3, 5 and 25
 - d. Bulletin 1475, Chapter 3
 - e. Bulletin 1886, Section I
- ##### 2. Parish and City School Boards
- a. R.S. 17:51
 - b. R.S. 17:81
 - c. R.S. 17:104
 - d. R.S. 17:105
 - e. R.S. 17:111
 - f. R.S. 17:491 (Payment for Physical Examinations)
 - g. R.S. 23:897 (Payment for Physical Examinations)

h. Bulletin 1191, Chapter 5

i. Bulletin 1475, Chapter 15

3. Bus Drivers

- a. R.S. 17:168 (Extra Duties)
- b. R.S. 17:491 (Definition of "School Bus Operator")
- c. R.S. 32:52
- d. R.S. 32:53
- e. R.S. 32:58
- f. R.S. 32:80

- g. R.S. 32:171 (Railroad Crossing)
- h. R.S. 32:173 (Railroad Crossing)
- i. R.S. 32:281 (Backing the School Bus)
- j. R.S. 32:282
- k. R.S. 32:328
- l. R.S. 32:398
- m. R.S. 32:402
- n. R.S. 32:404
- o. R.S. 32:1301
- p. Bulletin 1191, Chapters 5 and 13
- q. Bulletin 1475 (All)
- r. Louisiana CDL Manual, Sections 1-4 and 5 (if appropriate)

4. Special Needs Drivers and Bus Attendants (Aides)

- a. Bulletin 1191, Chapter 25
- b. Bulletin 1886 (All)

K. Rules and Regulations: Requirements and Authority

- 1. R.S. 17:164
- 2. R.S. 17:165
- 3. R.S. 17:166
- 4. R.S. 17:494

L. School Bus Drivers

1. Compensation

- a. R.S. 17:495
- b. R.S. 17:496
- c. R.S. 17:496.1
- d. R.S. 17:497
- e. R.S. 17:497.1
- f. R.S. 17:497.2
- g. R.S. 17:498
- h. R.S. 17:499
- i. R.S. 17:500.1
- j. R.S. 17:500.2

2. Driver Selection Requirements

- a. R.S. 15:587.1 (See also RS 17:578)
- b. R.S. 17:15
- c. R.S. 17:491
- d. R.S. 17:491.1
- e. R.S. 17:493.1
- f. R.S. 17:691

- g. R.S. 32:52

- h. R.S. 32:402

- i. R.S. 32:408

- j. R.S. 32:417

- k. Bulletin 1191, Chapter 7

- l. Bulletin 1475, Chapter 5

3. Probation/Tenure for Bus Drivers

- a. R.S. 17:432

4. Removal from Duty

- a. R.S. 17:493

5. Sick Leave

- a. R.S. 17:500

- b. R.S. 17:500.1

- c. R.S. 17:500.2

M. School Bus Routes

1. Definition

- a. Bulletin 1191, Chapter 21
- b. Bulletin 1475, Chapter 15

2. Design/Measurement/Assignment

- a. R.S. 17:493.1
- b. R.S. 17:1747(E)
- c. Bulletin 1191, Chapter 21 and 31
- d. Bulletin 1475, Chapter 15
- e. Bulletin 1886, Section II, Appendix C

3. Discontinuance for Economically Justifiable Reasons

- a. R.S. 17:158
- b. R.S. 17:492

4. Filling Vacancies

- a. R.S. 17:493.1
- b. R.S. 17:493.1(D)
- c. R.S. 17:500

N. School Buses

1. Capacities

- a. R.S. 17:158.4
- b. R.S. 17:32:293 ("Standee Law")
- c. Bulletin 1213, Chapter 5
- d. Bulletin 1475, Chapter 9

2. Definition/Types

- a. Bulletin 1213, Chapter 5

- b. Bulletin 1475, Chapter 29
- 3. Inspection
 - a. R.S. 32:53
 - b. R.S. 32:1301
 - c. R.S. 32:1302
 - d. Bulletin 1191, Chapters 5 and 13
 - e. Bulletin 1475, Chapters 7 and 25
 - f. Louisiana CDL Manual, pp. 2.1-2.12, 4.1-4.2, 4.5
- 4. Maximum Speed Limits
 - a. R.S. 32:62
 - b. Bulletin 1475, Chapter 9
- 5. Purchases
 - a. R.S. 17:158.1
 - b. R.S. 17:158.2
 - c. R.S. 17:158.3
 - d. R.S. 17:158.4
 - e. R.S. 17:158.5
 - f. R.S. 17:162 (Private Use)
 - g. R.S. 17:163
 - h. R.S. 17:493
 - i. R.S. 17:497
 - j. R.S. 47:301 (Sales Tax Exemption for Certain School Buses)
- 6. Specifications
 - a. R.S. 17:158.5
 - b. R.S. 17:161 (See RS 17:163)
 - c. R.S. 17:164
 - d. R.S. 17:164.1 (Crossing Control Device)
 - e. R.S. 30:751 (Alternative Fuels Requirement)
 - f. R.S. 30:752 (Alternative Fuels Requirement)
 - g. R.S. 32:53
 - h. R.S. 32:282
 - i. R.S. 32:308
 - j. R.S. 32:318
 - k. R.S. 32:375
 - l. R.S. 32:378(D) (Audible Backing Alarm)
 - m. R.S. 32:1301
 - n. R.S. 39:362.1 (Alternative Fuels Requirement)
 - o. Bulletin 1213 (All)
 - p. Federal Guide 17

- q. Federal Motor Vehicle Standards for School Buses
- O. Special Fuels (LPG and CNG) Tax Reduction
 - 1. R.S. 47:802(F)
 - 2. R.S. 47:803
- P. Special Provisions for Special Education Students who Cannot be Transported by School Bus
 - 1. Bulletin 1191, Chapter 25
 - 2. Bulletin 1886, Appendix D
- Q. Toll-Free Ferry and Bridge Passage for Students
 - 1. R.S. 17:157
- R. Training Requirements
 - 1. R.S. 17:497.3
 - 2. Bulletin 1191, Chapter 9
 - 3. Bulletin 1475, Chapter 5
 - 4. Bulletin 1886, Section II
 - 5. Public Law 105-17 (IDEA)
- S. Vehicle License Fees
 - 1. R.S. 47:466
 - 2. R.S. 47:468
- T. Vehicles Meeting and Overtaking School Buses
 - 1. R.S. 32:80

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:637 (April 1999).

Chapter 29. Louisiana Revised Statutes

§2901. Legislature

A. The Louisiana Legislature from time to time enacts laws dealing with school transportation. Every school official (principal, supervisor, superintendent, etc.) should become familiar with the statutes affecting this program. The statutes referenced section represent the minimum knowledge of school transportation laws school officials should possess in carrying out their responsibilities for the safe transportation of school children.

B. This is not a legal document, nor is it intended to serve as a basis for legal interpretation. The statutes contained herein have been referenced only. School officials are urged to seek legal opinions of local school board attorneys, district attorneys throughout the state, State Department of Education Attorneys, and/or the State Attorney General prior to formulating policies affecting the school transportation program.

C. School transportation officials are urged to seek the advice of legal counsel prior to advising school boards with

respect to school transportation laws, rules, regulations and policies.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:639 (April 1999).

§2903. Statutes

A. Title 9 Civil Code Ancillaries

1. Source: R.S. 9:2793 Gratuitous services at scene of emergency; limitation of liability.

2. Source: R.S. 14:122 Public intimidation (of bus drivers).

B. Title 14 Criminal Law

1. Source: R.S. 14:95 Illegal carrying of weapons.

C. Title 15 Criminal Procedure

1. Source: R.S. 15:578 Functions, powers and duties of the bureau, crime laboratory.

2. Source: R.S. 15:587.1 Provision of information to protect children.

D. Title 17 Education

1. Source: R.S. 17:15 Criminal history review.

2. Source: R.S. 17:24 State Department of Education: Creation Division.

3. Source: R.S. 17:41 Attorney general and state superintendent; Opinion and advise.

4. Source: R.S. 17:51 Parish boards as bodies corporate; Power to sue and be sued; Service of citation.

5. Source: R.S. 17:54 Officer of boards, elections; parish superintendent, qualifications, appointment and removal.

6. Source: R.S. 17:59 General fund of parish school boards.

7. Source: R.S. 17:81 General powers of board.

8. Source: R.S. 17:88 Budget of expected revenues and expenditures; board duty to adopt; submission to state superintendent of education with a copy to the legislative auditor.

9. Source: R.S. 17:104 Authority and responsibility of local boards; factors to be considered.

10. Source: R.S. 17:105 Admission to schools in adjoining parishes.

11. Source: R.S. 17:111 Discrimination in public schools prohibited; pupil assignment; religious education institutions.

12. Source: R.S. 17:157 Ferries and toll bridges, etc.; free passage to school children.

13. Source: R.S. 17:158 School buses for transportation of students; employment of bus operators;

alternative means of transportation; improvement of school bus turnarounds.

14. Source: R.S. 17:158.1 Purchase of school buses; athletic departments of high schools.

15. Source: R.S. 17:158.2 Purchase of school buses; resale to bus operators.

16. Source: R.S. 17:158.3 Purchase of school buses; pooling of purchases by school boards.

17. Source: R.S. 17:158.4 Purchase of school buses; ninety passenger capacity.

18. Source: R.S. 17:158.5 Purchase of school buses, specifications required.

19. Source: R.S. 17:159 Insurance against injury to pupils transported to school.

20. Source: R.S. 17:159.1 Insurance on privately owned school buses; withholding amounts to pay premiums; governmental immunity no defense.

21. Source: R.S. 17:159.2 Insurance premiums as obligations of boards; privately owned buses.

22. Source: R.S. 17:161 School buses to be painted national school bus chrome yellow.

23. Source: R.S. 17:162 School buses purchased for private use.

24. Source: R.S. 17:163 Penalties.

25. Source: R.S. 17:164 Regulations relating to construction, design, equipment and operation of school buses.

26. Source: R.S. 17:164.1 Crossing control devices for school buses.

27. Source: R.S. 17:165 Penalty for violation of regulations.

28. Source: R.S. 17:166 Promulgation of rules and regulations.

29. Source: R.S. 17:168 Cities or parishes with 300,000 or more population; extra duties of school bus operators.

30. Source: R.S. 17:223 Discipline of pupils; suspension from school.

31. Source: R.S. 17:225 Minimum attendance required.

32. Source: R.S. 17:240 Smoking prohibited.

33. Source: R.S. 17:416 Discipline of pupils; suspension; expulsion.

34. Source: R.S. 17:428 Supervisors, principals, teachers and other employees prohibited from serving on employing school boards; service on neighboring or other school board.

EDUCATION

35. Source: R.S. 17:432**C**Probation/tenure of school bus drivers.

36. Source: R.S. 17:491**C**Definitions.

37. Source: R.S. 17: 491.1**C**Reemployment driving record examination.

38. Source: R.S. 17:492**C**Probation and tenure of bus operators.

39. Source: R.S. 17:493**C**Removal of bus operators; procedures; right to appeal.

40. Source: R.S. 17:493.1**C**Tenured bus drivers; route closest to their homes; vacancies.

41. Source: R.S. 17:493.1(D)**C**Vacancies: persons willing to acquire bus.

42. Source: R.S. 17:494**C**Rules and regulations impairing provisions prohibited.

43. Source: R.S. 17:495**C**Establishment of minimum salary schedules.

44. Source: R.S. 17:496**C**Minimum salaries.

45. Source: R.S. 17:496.1**C**Minimum salaries.

46. Source: R.S. 17:497**C**School bus operational schedules.

47. Source: R.S. 17:497.1**C**Operation compensation for certain school bus operators.

48. Source: R.S. 17:497.2**C**Remuneration for inservice training programs.

49. Source: R.S. 17:497.3**C**In-service training; schedule.

50. Source: R.S. 17:498**C**Ownership of buses; determination of salary.

51. Source: R.S. 17:499**C**Insufficiency of appropriation; effect.

52. Source: R.S. 17:500**C**Sick leave for school bus operators.

53. Source: R.S. 17:500.1**C**School bus operator; sick leave.

54. Source: R.S. 17:500.2**C**School bus operators; salary while on leave deductions.

55. Source: R.S. 17:691**C**Bus driver selection requirements.

56. Source: R.S. 17:1747(E)**C**Design and measurement of bus routes.

57. Source: R.S. 17:2003**C**Bus transportation.

58. Source: R.S. 17:3381**C**Transportation for college students; transportation for other students subject to restrictions; authority to establish and collect bus transportation fees.

E. Title 23**C**Mineral and Environment

1. Source: R.S. 23:897**C**Payment for physical examination.

F. Title 30**C**Labor and Workers**C**Compensation

1. Source: R.S. 30:751**C**Alternative fuel requirements.

2. Source: R.S. 30:752**C**Alternative fuel requirements.

G. Title 32**C**Motor Vehicle and Traffic Regulations

1. Source: R.S. 32:1**C**Definitions.

2. Source: R.S. 32:1**C**Uniform application.

3. Source: R.S. 32:52**C**Driver must be licensed.

4. Source: R.S. 32:53**C**Proper equipment required on vehicles.

5. Source: R.S. 32:57**C**Penalties.

6. Source: R.S. 32:58**C**Reasonable and proper control of vehicle.

7. Source: R.S. 32:62**C**Maximum speed vehicles limit; certain vehicles.

8. Source: R.S. 32:80**C**Overtaking and passing school buses.

9. Source: R.S. 32:171**C**Obedience to signal indicating approach of train.

10. Source: R.S. 32:173**C**Certain vehicles must stop at all railroad grade crossings.

11. Source: R.S. 32:281**C**Limitations on backing.

12. Source: R.S. 32:282**C**Obstruction to driver's view or driving mechanism.

13. Source: R.S. 32:293**C**Seating capacity of school buses; prohibiting standing of school children under certain circumstances; limiting number of children transported at one time.

14. Source: R.S. 32:308**C**Additional equipment on buses, trucks, truck tractors, trailers, semi-trailers and pole trailers.

15. Source: R.S. 32:318**C**Audible and visual signals on certain vehicles.

16. Source: R.S. 32:328**C**Special lighting equipment on school buses.

17. Source: R.S. 32:378**C**School bus body; bumpers; color of paint.

18. Source: R.S. 32:393.1**C**Records of convictions; extracts; fees.

19. Source: R.S. 32:398**C**Accident report; when and to whom made; information aid; fees for copies; fees for accident photographs.

20. Source: R.S. 32:402**C**All drivers must secure license.

21. Source: R.S. 32:403.1**C**Application of persons sixty years of age or above.

22. Source: R.S. 32:404 **C**Operation of motor vehicles by nonresidents.

23. Source: R.S. 32:408 **C**Examination of applicants required; classes of license.

24. Source: R.S. 32:414 **C**Suspension, revocation and cancellation of license; judicial review.

25. Source: R.S. 32:417 **C**Allowing unlicensed minor to drive parents responsible; rentals to unlicensed persons; lessor responsible; hiring unlicensed drivers; employer responsible.

26. Source: R.S. 32:601 **C**Public liability, bodily injury and property damage insurance.

27. Source: R.S. 32:604 **C**Actions, parties.

28. Source: R.S. 32:1301 **C**Vehicle without required equipment or in unsafe condition.

29. Source: R.S. 32:1302 **C**Inspection by officers of the department.

30. Source: R.S. 32:1472 **C**Habitual offender defined.

31. Source: R.S. 45:162(17)(18) **C**Minimum insurance coverage.

H. Title 37 **C**Professions and Occupations

1. Source: R.S. 37:1732 **C**Immunity from liability for emergency medical assistance of first aid.

I. Title 42 **C**Public Officers and Employees

1. Source: R.S. 42:691 **C**Compulsory, retirement of public employees because of age.

J. Title 47 **C**Revenue and Taxation

1. Source: R.S. 47:301 **C**Sales tax exemption for certain school buses.

2. Source: R.S. 47:466 **C**Commercial passenger vehicle license fees.

3. Source: R.S. 47:802(F) **C**Special fuel (LPG and CNG) tax reduction.

4. Source: R.S. 47:803 **C**Special fuels (LPG and CNG) tax reduction.

5. Source: R.S. 47:468 **C**School and charity buses.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:639 (April 1999).

Chapter 31. Definition of Terms

§3101. Definitions

Eligible Student **C**R.S. 17:158 states: "Each parish and city school board shall provide transportation for any student attending a school of suitable grade approved by the State Board of Elementary and Secondary Education if the student resides more than one mile from such school and the school

is within the jurisdiction boundaries of the parish or school board."

1. Paragraph F states: "The provisions of this section shall apply to eligible public and nonpublic school students. However, these provisions shall not apply to any student who attends a school which discriminates on the basis of race, creed, color or national origin."

Feeder Trip (Run) **C**Transportation of students in private vehicles or means other than conventional bus to a designated pick-up point on a route. Feeder trip drivers are not paid as regular school bus drivers.

One-Mile Measurement **C**Walking distance from student's driveway or entrance to the nearest public road to the walking entrance of the school building. The distance shall be measured by the most direct route, and may be along roads or walkways.

Platoon Trip (Run) **C**Transportation of students from their home based school to another school and returning them to their home based school. Example: When instructional programs mandate that students be transported during the normal school day to a school other than the designated school of attendance.

1. Operational pay for platoon trip mileage must be started from zero mileage. No base salary is supplemented from the State Department of Education.

Preventable School Bus Accident **C**Any accident involving a school bus resulting in death, injury or property damage, which the school bus driver failed to take all reasonable measures to prevent.

Route **C**The term *route* shall apply to the combined total daily trips (or runs) regularly assigned to the bus driver.

Transportation of Students Within One Mile of School **C**Refer to R.S. 17:158.

Trip **C**A trip (run) is that segment of a route in which passengers are picked up at the home bus stop and all passengers are discharged at school destination, or visa versa.

School Bus Accident **C**Any incident in which a school bus is involved that results in death, personal injury and/or property damage, regardless of who was responsible. This applies whether the school bus was in motion, temporarily stopped, parked, being loaded, or unloaded and on public or private property.

School Bus Driver **C**Any employee of any city or parish school board whose duty it is to transport students in any city or parish school bus or activity bus to and from any school of suitable grade approved by the Department of Education or to and from a school related activity, and who has met all the criteria established for certification and has been certified by the Department of Education. (R.S. 17:491)

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:641 (April 1999).

Chapter 33. Conducting Emergency Exit Drills

§3301. Exit Drills

A. The ever increasing number of accidents on the highways necessitates that pupils be instructed on how to properly evacuate a school bus in case of an emergency. Schools shall organize and conduct emergency drills for all pupils who may ride school buses.

B. There are several different drills:

1. everyone exits through the front entrance door;
2. everyone exits through the rear or side emergency door(s);
3. front half exits through the front door and rear half exits through the rear or side door;
4. passengers utilize other emergency exits installed on specific buses.

NOTE: There is possible danger when a pupil jumps from emergency door exits.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:641 (April 1999).

§3303. Reasons For Emergency Evacuations

A. Fire or Danger of Fire **C**he bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Pupils should move to a safe place 100 feet or more from the bus and remain until the driver of the bus has determined that no danger exists. Being near an existing fire and unable to move the bus away, or being near the presence of gasoline or other combustible material should be considered as "danger of fire," and pupils should be evacuated.

B. Unsafe Position **C**n the event that a bus is stopped due to an accident, mechanical failure, road conditions or human failure, the driver must determine immediately whether it is safe for pupils to remain in the bus or evacuate.

C. Mandatory Evacuations **C**he driver must evacuate if any of these conditions exist.

1. The final stopping point is in the path of any train or adjacent to any railroad tracks.
2. The stopped position of the bus changes and increases the danger. If, for example, a bus should come to rest near a body of water or near the edge of a cliff, it should be evacuated. The driver should be certain that the evacuation is carried out in a manner that affords maximum safety for the pupils.
3. The stopped position of the bus is such that there is danger of collision. In normal traffic conditions, the bus should be visible for a distance of 300 or more feet. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

D. Important factors pertaining to school bus evacuation drills.

1. Safety of pupils is of the utmost importance and must be considered first.

2. All drills should be supervised by the principal or by persons assigned to act in a supervisory capacity.

3. The bus driver is responsible for the safety of the pupils; however, in an emergency, the driver may be incapacitated and unable to direct the pupil emergency evacuation. School patrol members, appointed pupils or adult monitors should direct these drills. It is important to have regular substitutes available.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:642 (April 1999).

§3305. Pupils

A. Pupil Qualifications:

1. mature;
2. a good citizen, and
3. lives near the end of bus line.

B. Pupil should know how to:

1. turn off ignition switch;
2. set emergency brake;
3. summon help when and where needed;
4. use kick out windows.;
5. set reflectors and flares;
6. open and close doors and account for all pupils passing his station;
7. help small pupils off bus;
8. perform other assignments.

C. Written consent from parents should be obtained before assigning a pupil as a leader.

D. School bus evacuation drills should be organized in a manner similar to fire drills held regularly in schools. The drills should be held more often during fall and spring months, preferably when the bus arrives at the school building with the pupils.

E. Drills should be held on school property and not on bus routes. The types of bus drills held should be varied.

F. Drivers should stay in the bus during evacuation drills, and be sure that the parking brake is set, ignition is off and the transmission in gear.

G. Drivers must not permit pupils to take lunch boxes, books, etc. with them when they leave the bus. Getting the pupil off safely in the shortest possible time and in orderly fashion is the objective.

H. The pupils should go to a distance of at least 100 feet from the bus in an "emergency drill" and remain there in a group until further directions by the leader.

I. All pupils should be given an opportunity to participate, including those pupils who only ride a bus on special trips.

J. Each pupil should be instructed in the proper safety precautions while riding the bus and in drill procedures.

K. Pupils should be instructed in how and where to get help in emergencies. Instructions and telephone numbers should be posted or otherwise carried in school buses.

L. Principals must fill out Form T-8 and forward all forms to the Transportation Supervisor.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:642 (April 1999).

§3307. Commercial Motor Vehicle Safety Act of 1986

A. Employer Notification Form ~~C~~he Commercial Motor Vehicle Safety Act of 1986 requires drivers of commercial motor vehicles to possess only one driver's license and to be disqualified when operating a commercial motor vehicle in an unsafe manner. The undersigned employee acknowledges that he/she understands the requirements of Part 383 of the Federal Motor Carrier Safety Regulations and attest that the information contained on this form is correct to the best of his/her ability and knowledge.

1. Subpart B ~~C~~License Requirements ~~C~~an employee operating a commercial motor vehicle can only have one valid driver's license issued by their state or jurisdiction of domicile.

2. Subpart C ~~C~~Notification Requirements ~~C~~an employee convicted of violating a state or local law relating to motor vehicle traffic control (other than parking violations), in *any* type of motor vehicle, must notify their employer within *30 days of conviction*.

B. When an employee receives notice of suspension, revocation, cancellation, loss of privilege disqualification, and/or right to operate a commercial motor vehicle by any state or jurisdiction, the employee must notify their employer before the end of the business day following the day the employee received the notice.

C. Any employee violating Subpart B, License Requirements, and/or Subpart C, Notification Requirements, may be subject to fines not exceeding \$2,500 and/or criminal penalties up to \$5,000 including jail time.

1. Subpart D ~~C~~Driver Disqualifications and Penalties ~~C~~an employee convicted of driving while under the influence, leaving the scene of an accident or commission of a felony while operating a commercial motor vehicle, may be disqualified for a period of time determined by agency of jurisdiction, or may be disqualified from driving a commercial vehicle for life for a second serious offense.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:158, R.S. 17:160-161, R.S. 17:164-166.

HISTORICAL NOTE: Promulgated by the Board of Elementary and Secondary Education, LR 25:642 (April 1999).

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EDUCATION

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